

TOWN OF BLOOMFIELD

GENERAL INFORMATION FOR WETLAND PERMIT APPLICATIONS

This document is intended to provide a general outline of the information that is required to be submitted with an application for an Inland Wetlands and Watercourses Commission Permit. This outline does not supersede the requirements set forth in Section 7. of the Wetlands Regulations *Application Requirements*. A meeting with the Wetlands Agent is recommended before an application is submitted to determine the appropriate type of application. The Commission or Agent may require additional information, at any time during the review process, if deemed necessary to render a decision. All submitted plans and supporting documentation are subject to the review of the Wetlands Commission and Agent.

There are three main types of Wetland Permit applications:

A. Wetland Agent Permit - Applications with no direct wetland or watercourse impacts but with regulated activities in the Upland Review Areas 100 feet from a wetland and/or 200 feet from a watercourse. **Site Plan items 1. – 3. are required and may be shown on one plan sheet.**

B. Wetland Commission Permit - Applications with minimal impacts to the wetlands or watercourses that do not require a Public Hearing. **Site Plan items 1. – 3. are required and should be shown on separate sheets. Additional Information and Supporting Documentation may also be required.**

C. Wetland Commission Permit - Applications with significant impacts to the wetlands and watercourses and all applications that require a Public Hearing. ***Site Plan items 1. – 3. are required and should be shown on separate sheets. Additional Information items 1. - 3. and Supporting Documentation are also required. An overall development and impact plan is required for multi-sheet projects.**

A complete application package shall consist of:

- the original and one (1) copy of the completed application forms including the Conflict of Interest Disclosure Form (originals must have live signatures of the applicant and property owners), the fee schedule; and

For Application Type A.

- three (3) copies of all plans, maps, and drawings on sheets no larger than 24" x 36", bound into sets; and
- three (3) copies of all other supporting information

For Application Types B. & C.

- six (6) copies of all plans, maps, and drawings on sheets no larger than 24" x 36" bound into sets;
- twelve (12) copies of all plans, maps, and drawings at a size of 11" x 17" or 18" x 24", (sheets that are originally larger in size being reduced accordingly), bound into sets; and
- twelve (12) copies of all other supporting information.

***The applicant is required to mail written NOTICES of Public Hearings to the 500-foot abutters at least 10 days before the hearing and site SIGNS must be posted for the 10 days prior to the hearing. Proof of mailing and a sign posting affidavit are required to be submitted at the hearing or on the day of the hearing.**

3. List of direct abutters, and those within 500 feet of the subject property, copy of notice letter sent from the applicant to the 500-foot abutters concerning the Public Hearing. A draft notice letter is included with the application forms. The letter must be reviewed and approved by the Wetlands Agent before mailing.

SUPPORTING DOCUMENTATION

1. Wetland and Watercourse Assessment – detailed description of the type, quality and functions of the wetlands or watercourse, with plant list, and identification of any vernal pools or other unique features, including endangered or threatened species, in accordance with industry standards and acceptable evaluation methods.
2. Wildlife Inventory and Habitat Report – detailed inventory and description of the wildlife found on site, potential wildlife and any unique or special wildlife habitats or corridors;; and the effect on the wildlife and its habitat from the regulated activities.
3. Impact Assessment and Mitigation – detailed description of the effect of the regulated activities on the wetland and watercourse resources, how their functions and values will be affected and mitigation of the proposed impacts.
4. Storm drainage/hydrology – calculations to show the effect of the proposed development on the peak runoff and runoff volume, to all abutting properties. Zero net increase in peak flow for all storms is normally required.
5. Stormwater Management – calculations for all stormwater detention or retention, and and for storm drainage system pipes, channels, including inlet and outlet sizing.
6. Stormwater Pollution Prevention Plan – in accordance with the 2004 CT Stormwater Quality Manual including calculations to support proposed stormwater quality measures and the requirements for 80% removal of total suspended solids (TSS).
7. Geo-technical Report – analysis of the upland and wetland soils, including boring logs, and report on their suitability for construction of roads, foundations and utilities. The report should also identify any pollutants in the soil and how they can be mitigated.
8. Stormwater Pollution Prevention Plan – to be implemented as part of the construction phase and for post-construction stormwater quality management.
9. A Landscaping and Property Maintenance Best Practices Plan - for post-construction property management, including restrictions on use of pesticides in or near wetlands or watercourses, groundcover specifications, etc.

Jurisdictional Ruling - A request for a Jurisdictional Ruling, for non-regulated activities and/or regulated activities allowed by right, is to be made in writing to the Wetlands Commission. Such request is to include a written description of all proposed activities and their locations shown on a copy of the Official Map. See Section 4. of the Wetlands Regulations.

SITE PLAN ITEMS – All plan sheets are to include the assessor's map and lot numbers and street address of the parcel, scale, legend, north arrow, date, and the surveyor's/engineer's name, seal and signature. A location map and the applicant's and property owner's name and address are required on the first sheet or title sheet. The following are to be shown to scale:

1. **Existing Conditions Plan** – Topographic survey information (extended 60 feet outside the property lines), property lines with metes and bounds, area of the property, zone(s), abutters, contours, vegetation, on-site wetlands and watercourses, wetlands within 100 feet and watercourses within 200 feet of the property, soil types and data, above ground and underground utilities, flood zones and elevations, channel encroachment lines, watershed boundaries, survey datum, map references, rights-of-way, easements, on-site and abutting buildings and facilities, bench mark, percent impervious coverage, outside storage, etc.
2. **Proposed Conditions Plan** – Existing Conditions shaded in the background with proposed buildings, floor elevations, grading, utilities, paving, sidewalks, limits of clearing and grading, retaining walls or other special structures, upland review area and vegetated buffer limits, wetland or watercourse impact areas, upland review area and vegetated buffer impacts, stormwater management and stormwater quality measures or structures, landscaping and mitigation areas, conservation or open space areas, etc.
3. **Soil Erosion and Sedimentation Control Plan** – Existing and Proposed Conditions shaded in the background plus the requirements as specified in the 2002 Connecticut Guidelines for Soil Erosion and Sedimentation Control, including a Narrative, and maintenance requirements. Larger projects will require a separate Erosion Control plan for each phase. Projects involving significant cuts and fills will also require a separate earthwork phase erosion control plan.

APPLICATION PLANS MUST ALSO COMPLY WITH THE TOWN OF BLOOMFIELD INCLUSION REQUIREMENTS FOR SITE PLAN DRAWINGS, STANDARD PLAN NOTES, AND TOWN STANDARD DETAILS

ADDITIONAL INFORMATION

1. **Regulated Activities and Alternatives Plan** – Existing and Proposed Conditions plus shaded or highlighted locations of all direct wetland and watercourse impacts, impacts to the upland review areas and impacts to the vegetated buffers, and impervious coverage, with a list of each in square feet or acres, for the preferred alternative and at least two other alternatives.
2. **Mitigation Plan** – for the impacts to the wetland and watercourse resources. The area of created, enhanced or restored wetlands or watercourse should be 1.5 – 2 times the area of wetland or watercourse impact and include enhancement or restoration as appropriate.